

Documents for Teach Philadelphia

Instructions from Teach Philadelphia applicants

The following documents are requested for all **Teacher/Licensed** applicants for **Teach Philadelphia**. Incomplete applications may not be considered. Please click on the "Details" button and follow the instructions.

Do NOT mail your documents to **Teach Philadelphia**; they will not be considered as part of your application. You must click on the "Details" button and follow the instructions for submitting your documents.

These documents will be visible to this district only.

Help

- How will I know if you have received my documents?
- Can I upload one page at a time?
- Will these documents be visible to other districts?

Need more help ?

District Documents

Document Title	Document Type	Date Requested	Date Received	Status	Details
Resume	Resume - District Document	07/03/2009	01/06/2009	Received	Details 2
Letter Of Reference #1	Professional Reference	12/12/2008	12/12/2008	Received	Details
Letter Of Reference #2	Professional Reference	06/11/2009	01/08/2009	Received	Details
Transcripts	Transcripts - District Document	01/06/2009	01/06/2009	Received	Details

Click on the documents tab (1) to upload a PDF file of your resume and other documents that you would like to submit to a potential employer. To upload a document, click on the "details" button next to the document that you would like to upload (2).

My Profile

Build Resume

Questions

Documents

Application Status/Jobs

Documents for Teach Philadelphia

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Professional Resume

- Please provide a current professional resume.
- If you have already mailed or submitted a resume to Hillsboro (e.g.: at a job fair), please provide an additional copy using this form.

Return to your Online application to check your document status (the document will be marked "received" once it is uploaded). Please do NOT send documents to our district offices.

Please select one of the options below:

- I will mail this document to EdZapp myself
- 1** I will upload this document myself in .PDF format
- I will use one of my Document Management documents

2

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Select "I will upload this document myself in .PDF format (1), and click "continue" (2). NOTE: IF YOU WISH TO MAIL YOUR DOCUMENTS TO EDZAPP FOR THEM TO SCAN IN AND UPLOAD, PLEASE SEE THE INSTRUCTIONS FOR "SENDING A DOCUMENT TO EDZAPP FOR SCANNING."

Documents for Teach Philadelphia

Instructions from Teach Philadelphia applicants

No document larger than 3.5 Mb can be uploaded. All documents must be in .PDF format.

Mac Users

* If you have OS X you can convert any file to a .PDF format using the OS itself, see this link for information: <http://docs.info.apple.com/article.html?path=Mac/10.4/en/mh1035.html>

* If you are using a version earlier than OS X you can try using this free software driver: <http://www.jwwalker.com/pages/pdf.html>

PC Users

You can use this free software driver to convert any file to a .pdf file: <http://www.p2mopdf.com>. Click on the text "Download Now" at the top of the page.

EdZapp cannot support these products. If you have problems converting or uploading the documents, please go back and choose the option to send EdZapp the file to scan and upload for you. [Click here for common questions about uploading documents.](#)

Browse... 4

Help

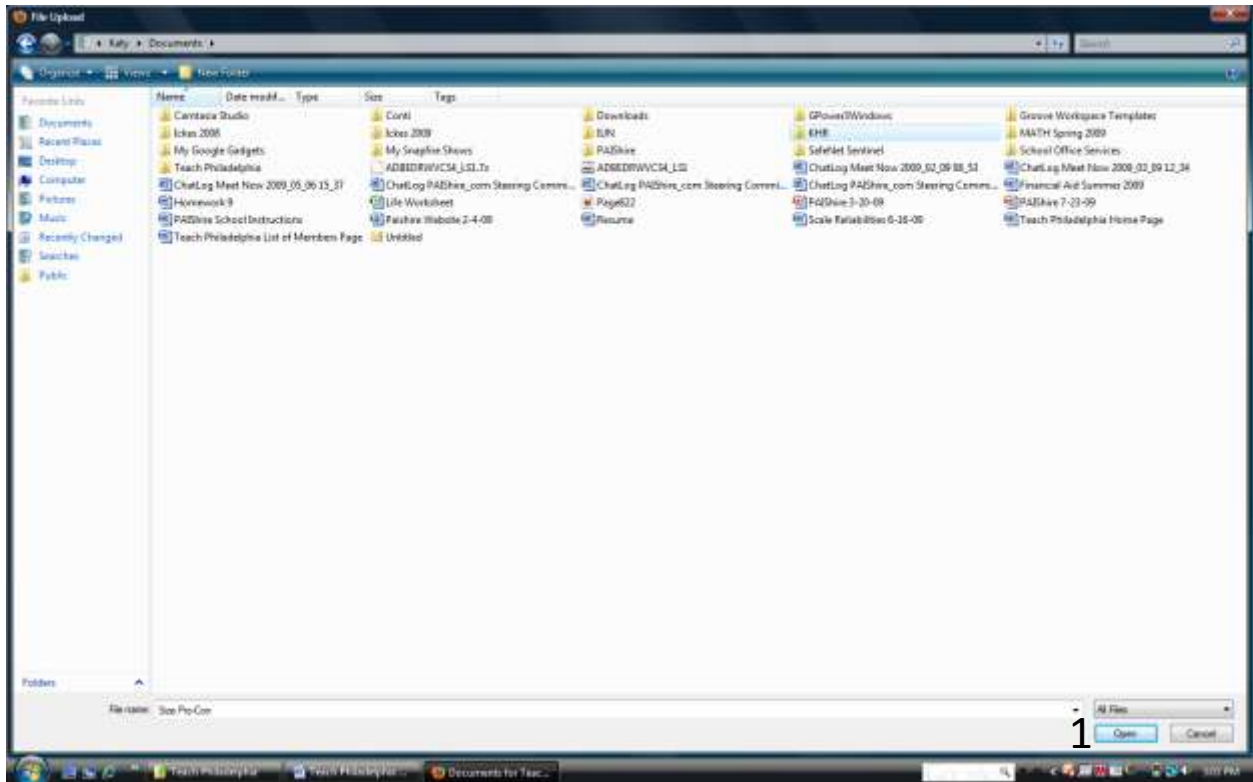
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There are several options for converting your file to PDF format. If you have an Apple computer (MAC), see the directions at the website(1) posted here, or download the software driver (2). If you have a PC (WINDOWS), you can download the software at the link on the page (3) that will allow you to convert your file into a .PDF file. Your resume may also be converted to a .PDF document by using a scanner, or by saving it as a .PDF file in word (if your program has this capability.) Once your document is in .PDF format, click on the "browse" button (4) to upload it to your application.



Locate the document from your list of files, and click on the “open” button (1).

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PC Users

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Resume	Resume - District Document	07/03/2009	01/06/2009	Received	Details

The name of your document should appear in the dialogue box next to the "browse" button (1). Click on "continue" (2).

hia

the password for "khrollings@soserv.com" on edzapp.com?

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Document Title	Document Type	Date Requested	Date Received	Status	
Resume	Resume - District Document	08/09/2009	08/09/2009	Received	Details
Letter Of Reference #1	Professional Reference	12/12/2008	12/12/2008	Received	Details
Letter Of Reference #2	Professional Reference	06/11/2009	01/08/2009	Received	Details
Transcripts	Transcripts - District Document	01/06/2009	01/06/2009	Received	Details

You will be returned to the main documents screen. You can tell that your document has been "successfully uploaded" if you see that the "date received" is the same as today's date (1), and the status section reads "received" (2). To upload other documents (i.e. letters of references and transcripts), click on the "details" button next to the document that you would like to upload.